



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1533.12

NSTC N00

4 Mar 16

### NSTC INSTRUCTION 1533.12

From: Commander, Naval Service Training Command

Subj: ACTIVE ENLISTED SERVICE POLICY FOR NAVY OPTION  
SCHOLARSHIP MIDSHIPMEN

Ref: (a) 10 U.S.C., Section 2107  
(b) NSTC M-1533.2A  
(c) ASN (M&RA) Advanced Education Assistance  
Policy Memo of 21 Apr 15  
(d) CNO Authorization to Determine the Appropriate  
Obligation Option Memo of 3 Nov 15  
(e) DoD Instruction 1304.25 of 31 Oct 13  
(f) MILPERSMAN 1531-020  
(g) COMDTMIDNINST 1920.1G  
(h) OPNAVINST 6110.1J

1. Purpose. To prescribe the disenrollment procedures for Naval Reserve Officers Training Corps (NROTC) Navy Option scholarship midshipmen (MIDN) requesting voluntary disenrollment within 12 months of their expected graduation date.

2. Applicability. This instruction applies to NROTC Navy Option scholarship MIDN participating in the NROTC Program while receiving financial benefits per reference (a) and voluntarily requesting disenrollment from the NROTC Program within 12 months of their expected graduation date. Reference (b) addresses all other disenrollment procedures.

3. Background. Per reference (c), the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) authorized the Chief of Naval Operations and Commandant of the Marine Corps the authority to individually determine the primary recoupment option for Navy Option and Marine Corps Option NROTC MIDN requesting disenrollment within 12 months of their expected graduation date. Reference (d) authorizes Commander, Naval Service Training Command (CNSTC) to determine whether Active Enlisted Service (AES) or reimbursement of educational funds is the appropriate recoupment option for NROTC Navy Option scholarship MIDN requesting disenrollment within 12 months of their expected graduation date.

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#### 4. Roles and Responsibilities

a. The Secretary of the Navy (SECNAV) or designee establishes the NROTC Advanced Education Assistance policy and retains authority to make the final decision on any disenrollment package. Similarly, SECNAV or designee considers waiver requests on a case-by-case basis and retains final approval authority on determination of whether AES, reimbursement of educational funds, or waiver is the appropriate recoupment option.

b. CNSTC executes the NROTC Advanced Education Assistance policy and ensures that NROTC Navy Option scholarship MIDN acknowledge, in writing, that they have read and understand the policy and are cognizant of the opportunity to submit requests for recoupment waivers of AES to SECNAV or designee for their determination on a case-by-case basis.

c. NROTC Professors of Naval Science (PNSs) accept Navy Option scholarship MIDN voluntary requests for disenrollment and administratively process the requests providing CNSTC with initial recommendations regarding disenrollment, reimbursement, AES, or waivers and the requisite military and academic records to aid CNSTC in making recommendations.

#### 5. Process

a. MIDN Notification. When Navy Option scholarship MIDN within 12 months of their expected graduation date notify their respective PNS of their intent to voluntarily withdraw from the NROTC program, the PNS shall:

(1) Place MIDN on leave of absence pending disenrollment and guide MIDN through the disenrollment process.

(2) Counsel MIDN regarding the importance of complying with academic and military regulations while the MIDN's request is pending adjudication.

(3) Reiterate the SECNAV's Advanced Education Assistance policy and the MIDN's requirement to either financially reimburse the United States for educational costs expended on behalf of the MIDN or serve on AES in the military.

(4) Restate to MIDN their right to submit waivers of AES or financial reimbursement to the SECNAV or designee.

(5) Gather MIDNs' academic and military performance data.

(6) Ascertain MIDNs' future academic intentions by requesting that MIDN state, in writing, using the NROTC Disenrollment Acknowledgement Form, NSTC 1533/120, whether they wish to disenroll from their academic institution or submit a waiver to the SECNAV or designee to defer AES in order to complete undergraduate degree requirements if the Navy directs AES. MIDN may request deferment of AES for the purpose of completing undergraduate requirements starting from the date of the disenrollment process to the date of expected graduation at the time of the disenrollment request. NSTC shall not provide any financial support during this time. Once MIDN have waived their right to a Performance Review Board (PRB) or received their PRB report, they shall submit their deferment request prior to the PNSs' review of the disenrollment packages. MIDN deferment requests must include a statement or other documentation from their original academic institution that they can complete the degree requirements within the aforementioned time permitted by the Navy. Requests for deferment will be granted when the SECNAV or designee determines that deferment is in the best interests of the Navy.

b. NROTC Unit Adjudication. When Navy Option scholarship MIDN voluntarily disenroll within 12 months of their expected graduation date, the PNS will review the MIDNs' academic and military performance, along with any extenuating personal circumstances, and determine, on a case-by-case basis, whether to recommend AES, financial reimbursement, or waiver of AES and reimbursement. In making the recommendation, the PNS shall consider any hardships imposed by AES or other unsuitability for military service. The disenrollment procedures outlined in reference (b) apply when the PNS recommends financial reimbursement or waiver. If the PNS recommends AES as the appropriate option of recoupment for Navy Option scholarship MIDN requesting disenrollment within 12 months of their expected graduation date, the PNS shall use the criteria below to determine length of AES and paygrade.

(1) Length of AES. Per reference (e), the Department of Defense states that every person who enters military service by enlistment or appointment incurs a Military Service Obligation (MSO) of eight years from that entry date. The number of years that MIDN must serve on AES during the eight-year MSO is dependent on the date of their disenrollment request.

Regardless, per reference (a), the period of AES shall not exceed four years.

(a) The PNS shall recommend assignment of three years of AES in the United States Navy Reserve for MIDN who the Navy has not yet made payment for all courses necessary to meet graduation requirements.

(b) The PNS shall recommend assignment of four years of AES in the United States Navy for MIDN who the Navy has made payment for all courses necessary to meet graduation requirements.

(2) Paygrade. Similar to the specifications in references (f) and (g), the Navy shall assign MIDN directed to AES the paygrade of E-3.

c. NSTC Adjudication. Upon receipt of disenrollment packages, Officer Development (OD) Student Operations (OD4) will ensure they include supporting documentation and the explanations from the PNSs of their initial recommendations. OD4 shall expedite the administration of disenrollment packages with AES recommendations from the PNSs. Once the review is complete, OD4 will forward the packages to the Director of OD for review and comment prior to sending them to CNSTC. CNSTC will conduct a review of the disenrollment packages to make determinations regarding disenrollment. Except in circumstances involving hardship, dependency, or other unsuitability for military service, CNSTC will direct AES for Navy option MIDN requesting voluntary disenrollment within 12 months of their expected graduation date. CNSTC will then forward the packages to the SECNAV or designee and notify NSTC OD of CNSTC's disenrollment decisions. NSTC OD will inform the NROTC units to notify the MIDN, in person, by telephone, or by certified mail, that the Navy will order the MIDN to AES upon receipt of the SECNAV or designee's final approval.

d. SECNAV or Designee Adjudication. The SECNAV or designee retains the overall approval authority regarding the disenrollment disposition of MIDN. When the SECNAV or designee determines final disposition of disenrollments, the SECNAV's staff will return the packages to NSTC OD via NSTC.

e. NSTC Administrative AES Process. Upon receipt of the SECNAV or designee approved disenrollment packages directing AES, NSTC activities shall take the following actions:

(1) NSTC OD. OD4 shall notify the NROTC units of the SECNAV or designee's decisions of AES assignment and track the progress of the disenrolled MIDN while assigned to the NROTC unit. Upon arrival of former MIDN at Recruit Training Command (RTC), OD shall enter disenrollment code 9369 (AES Involuntary) in OPMIS. Although SECNAV or designee directed these MIDN into AES, OD4 shall notify Defense Finance and Accounting Services (DFAS) upon disenrollment to begin the reimbursement process of the government's monetary funds expended on behalf of the disenrolled MIDN. Once notified by DFAS of the debt, disenrolled MIDN will provide DFAS a copy of their enlistment contract to defer reimbursement. After completing the required period of AES, these former MIDN will provide DFAS evidence of such, and DFAS will forgive the ordered reimbursement.

(2) NROTC Units. PNSs shall take the following actions, by telephone or certified mail if necessary:

(a) AES Obligation. PNSs will notify MIDN of their disenrollment from the NROTC Program and immediate or deferred AES as ordered by the SECNAV or designee. Upon notification, address disenrolled MIDN with the honorific of "Seaman," e.g., Seaman Smith.

(b) Pay, Benefits, and Opportunities. PNSs shall inform such new seaman that:

1. The seamen are not entitled to any scholarship or subsistence allowance benefits from the NROTC Program and that military pay and benefits will not begin until they are activated onto active duty;

2. Once activated, the seamen travel to RTC in Great Lakes, Illinois, to attend the Veteran's Orientation Course and are entitled to MIDN pay until they sign their enlistment contract at RTC. The seamen enlist as an E-3; and

3. The Navy will not include the period while they were MIDN or the period from disenrollment to activation in the computation of unexpired portions of the enlistment contract or period of obligated service outlined in an agreement and in any seniority computations.

4. Opportunities exist for enlisted Sailors in the Fleet by providing general knowledge regarding the Navy's enlisted ratings and financial benefits of Fleet service.

(c) Period of Deferment. PNSs shall not activate seamen who have a SECNAV or designee approved deferral of AES until the academic institution confers the academic degree or the deferral's expiration date, whichever occurs first.

(d) Accountability. PNSs are accountable and responsible for the seamen. From the date MIDN provide initial notification of their intent to disenroll from the NROTC Program through the date of their activation, these individuals shall conform to NROTC regulations while awaiting travel orders to RTC. Until transported to RTC, the seamen are responsible for notifying their PNSs of any changes in their number of dependents and any circumstances that may affect their suitability for military service.

(e) Uniforms, Personal Items, and Official Records. The seamen shall not leave any personal items or personally-owned uniforms at the NROTC unit nor bring them to RTC. Seamen are responsible for shipping items home or storing them elsewhere at their own expense. Seamen reporting to RTC shall only bring personally-owned, fully serviceable enlisted sea bag items and complete copies of their NROTC records, academic transcripts (raised seal, no photo copies), medical records (including Department of Defense Medical Examination Review Board results), NROTC unit physical fitness results, driver's licenses, Social Security cards, birth certificates (original copies only, no photo copies), and, if applicable, marriage licenses, divorce decrees, and birth certificates of minor dependents. Seamen may ship their personal items from the home of record established on their enlisted DD Form 4 signed at RTC after they receive permanent change of station orders from RTC.

(f) Activation and Travel. NROTC units will activate the seamen to active duty in OPMIS as MIDN for the one day of travel to RTC. PNSs will establish activation dates after conferring with the seamen. PNSs should give seamen reasonable opportunities to break leases, store personal items, etc. Activation shall happen no later than 21 calendar days after initial AES notification or within 21 days of the conclusion of the deferment, as applicable. Once activation dates are established, PNSs shall provide disenrolled MIDN with temporary additional duty travel orders generated from the Defense Travel System (DTS) by the unit, either in person or by certified mail, providing the transportation necessary to travel from their respective NROTC unit or home of record to RTC. After activation, seamen who fail to report to RTC are subject to disciplinary action under the Uniform Code of Military

Justice (UCMJ). NROTC units shall notify the NSTC Chief of Staff of the student's flight information to Chicago; NSTC shall provide arrival information to the RTC Student Control Officer.

f. RTC. RTC shall take the following actions upon arrival of these seamen:

(1) Provide transportation from O'Hare International Airport to RTC.

(2) Inform NSTC and the appropriate NROTC units when the seamen arrive (triggering disenrollment in OPMIS by OD4).

(3) Provide living accommodations, perform necessary administrative procedures, examine any uniforms brought with the seaman, and issue any new uniforms necessary to complete their enlisted seabags (with the seamen accruing their respective financial costs).

(4) Enroll them in the Veteran's Orientation Course.

(5) Administer the Armed Forces Vocational Aptitude Battery (ASVAB).

(6) Ensure they report to Personnel Support Detachment (PSD) Great Lakes for in-processing.

(7) Ensure they pass a Navy Physical Readiness Test, in accordance with reference (h), and, prior to transfer from RTC, the seamen must also successfully complete a U.S. Navy standard Body Composition Assessment.

(8) Perform a U.S. Navy standard urinalysis test within the first 24 hours of the seamen reporting to RTC.

(9) Provide an active duty identification card.

(10) The RTC Student Control Director will report the seamen's completion of the Veteran's Orientation Course, the location of their first duty station, and any reclassifications to the NSTC Flag Secretary, who will inform NSTC Programming, Production, and Business Management (N3) and NSTC OD.

g. PSD Great Lakes. PSD Great Lakes shall take the following actions regarding these seamen:

(1) Gain them into the Navy;

- (2) Prepare and sign the DD Form 4;
- (3) Swear them into active enlisted service;
- (4) Start enlisted pay and benefits as an E-3;
- (5) Make them available for orders as Professional Apprenticeship Career Track (PACT), Surface-PACT (S-PACT) (undesignated Seamen) so that upon receipt of the availability, Navy Personnel Command (PERS 4010) will issue their orders to an operational command; and

(6) Offer reclassification. These seamen may choose to remain undesignated or may request reclassification into a Navy rating. PSD shall take the necessary steps to ensure these seamen meet the program requirements prior to reclassification. RTC will inform the seamen that RTC processing may require 60 days to complete although the average processing time is 30 days for orders within the Continental United States and 45 days for Outside the Continental United States.

g. Discharge. Once ordered to active duty, seamen are subject to the UCMJ. Seamen who commit any infraction requiring disciplinary action that results in military discharge or if the Navy finds them unsuitable for service in the military for any reason, the Navy will separate them and determine the appropriate type of military discharge. Any discharges prior to completion of the required period of AES shall result in DFAS's continued reimbursement of previously expended NROTC funds.



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